		4	-H Club Monthl	y Treasurer's Si	ımmary Repo	ort
	For Mee	ting Date:	·	(month/d	lay/year)	
STEP 1: To	Do <u>Before</u> Your Monti	hlv Meeting				
	e from last month			>>>>>>>	>>>> \$	(A)
						om previous month
	t all Deposits made sir					
Date	Deposit From		Purpose	Amount of		
				Deposit \$		
				\$		
				\$		
				\$		
l l		l l	Total	Income >>>>>	 >>>>> \$	(B)
Expenses: L	ist all Payment Reque	sts made sir				
Request	Payable To P		pose of Payment	Amount of		
Date				Payment		
				\$		
				\$		
				\$		
				\$ \$		
			T-4-1	Ψ		
			1 otal	Expenses >>>>	>>>>> \$	(C
Date Balaı	nced:	Leavir	ng a Current Bal	lance on hand of	: \$	(A+B-C=D
	(month/day/year)	_	_	lance above to your		
	the same date as, or before	•	eeting	·		
******	*****	*****	******	*****	*****	*****
STEP 2: To	Do When You Receive	Your Accor	unt Statement from t	the Extension Office	After the Meetin	\mathcal{S}
Reco	oncile Club Accou	nt Registe	er to Extension A	Account Stateme	ent	
		_				Œ
Account S	tatement Balance		(this may in this may in statement)	not always match D ab	ove!) >>> \$	(E
Outstand	ing Items: Continue to o	,	,	(clears) the account state	ement	
	tstanding deposits th					
Date	9 F		ount of Deposit			
	\$		•			
	\$					
	Tota	l outstandi	ng deposits: add up	and enter amount h	 vere >>> \$	(F)
List any ou	tstanding payment r	equests tha	t do not show up o	n account statemen	ıt	
Request	Payable To	Pu	rpose of Payment	Amount of	f	
Date				Payment		
				\$		
				\$		
				\$		
				\$		
				\$		
	Total o	outstanding	g payments: add up	and enter amount h	ere >>> \$	(G)
				Balance:	\$	(F+F-G- H)
					Ψ	(D11 0-11)
	HECK: (D): \$					
	t equal \$0 you do not b					J
~	Place completed report	in your club	treasurer's record boo	ok, with account states	ment directly behi	nu ~